

MINUTES
AMARILLO METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING

The Policy Committee for the Amarillo Metropolitan Planning Organization met at 1:30 p.m., January 16, 2014, in Room 306 of City Hall, 509 South East 7th Avenue, Amarillo, Texas.

Voting members present were: Paul Harpole, Jarrett Atkinson, H.R. Kelly, Ernie Houdashell, Mark Benton, Kyle Ingham, Dick Davis, and Ron Johnston.

Voting members not present were: Brian Eades and Arthur Ware.

Staff coordinators were: Gary Holwick and Travis Muno.

Item 1. Consider approval of the October 17, 2013 meeting minutes.

Paul Harpole, City of Amarillo Mayor, advised the minutes of the previous meeting on October 17, 2013 were ready for consideration. Mayor Harpole asked if there were any corrections to the minutes; there were none.

Dick Davis, Chamber of Commerce, made a motion to accept the minutes as presented. H. R. Kelly, Potter County Commissioner, seconded the motion. A vote of 7:0 carried the motion (Mark Benton was not present at the time of the motion).

Item 2. Consider revision of the Amarillo MPO Bylaws.

Gary Holwick, Amarillo MPO Director, told the Policy Committee that he had been advised the term limits for the Citizen Representatives of the Amarillo MPO Policy Committee needed to be more specific. He explained that all other members of the Committee were held to their elected term or employment term, but the Amarillo MPO Bylaws did not provide adequate detail for the term of the Citizen Representatives. He said a bylaw revision was necessary to provide for a suitable term. Staff researched other similar boards and recommend revision of the bylaws to reflect a new term limit of three (3) years for the Citizen Representatives, with a provision for reappointment of no more than two consecutive terms.

Jarrett Atkinson, City Manager, City of Amarillo, made a motion to revise the by-laws and implement the changes at the next Policy Committee meeting. H. R. Kelley, seconded the motion. A vote of 8:0 carried the motion. See Attachment A.

Item 3. Receive presentation of the draft 2015-18 Transportation Improvement Program.

Travis Muno, MPO Senior Planner, gave an overview of the Transportation Improvement Program and its relation to other planning documents required of the Amarillo MPO. He spoke about the development of the draft 2015-18 Transportation Improvement Program (TIP). He said that MPO staff had conducted a public meeting on November 13, 2013 to receive comments from the public. Travis told the committee that comments received at that meeting addressed local arterial streets, bicycle & pedestrian facilities, and overall safety of the local transportation system. He said questions arose regarding the effect a ramp project on IH-40 from Coulter St to Helium Rd might have on businesses along the project limits. He said staff also addressed questions from the developer of the City View Subdivision about the need for arterial improvements on South Georgia St from Stardust Lane to Loop 335. Travis said only two written comment forms were returned by citizens who attended the public meeting.

Mr. Muno identified each project eligible for the draft TIP document, including public transportation and local maintenance projects. He said, of the eleven identified TIP roadway projects shown in the table (Attachment B), the Technical Advisory Committee (TAC) members unanimously agreed the funded projects should be included on the list of eligible projects, except number 8 (on S. Georgia, from City limits to Loop 335, widen to 4-lane Arterial) and number 11, (on Loop 335, from Hester Rd. to N. Coulter St., add 2 lanes and interchanges). Discussion was held among the Policy Committee members concerning the projects and the general consensus of the members was all projects affecting Loop 335 are very important in preserving and maintaining the Loop. Improvements to Loop 335 would allow freight traffic a less congested route around the central business district, and

contribute in transforming Amarillo's downtown into a more pedestrian friendly environment. At this time, project number 11 will remain in the Amarillo MPO's Metropolitan Transportation Plan (MTP), the twenty-five year transportation plan, but will be removed from FY 2018, allowing the funds to shift to project number 16, (on Loop 335, from IH-27 to FM 2186, converting to controlled access with frontage roads and interchanges). The Policy Committee members discussed removing project 8 from the draft 2015-18 TIP with an option to reinstate it at a later date, while leaving the project in the MTP. Many Policy Committee members believed the main focus of the draft 2015-18 TIP should reflect projects related to improving, maintaining, and preserving Loop 335. However, a consensus was not reached by the Policy Committee on whether or not to include project 8 in the draft 2015-18 TIP.

Travis said a 30-day public comment period on the draft 2015-2018 TIP would begin on February 10 and end on March 12, 2014, with another public meeting on February 26, 2014. He encouraged the public to attend all future meetings and participate in the transportation planning process.

Item 4. Open Forum, time reserved for anyone to speak on any transportation related item; however, no action can be taken on items not on the agenda.

No comments were received from Committee members or citizens attending the meeting.

Item 5. Adjournment.

Chairman Harpole adjourned the meeting with no further business to discuss.



Gary Holwick
Director, Amarillo MPO

Amarillo Metropolitan Planning Organization Policy Committee Meeting Attendance Record

Date: January 16, 2014
Time: 1:30 P.M.

Place: Room 306 City Hall,
509 SE 7th Ave, Amarillo, TX

	Name	Organization Represented	Phone Number	E-mail Address
1	GARY HOWICK	Amarillo MPO	8063786293	gary.howick@amarillo.gov
2	Jan Sanders	Planning	378-6290	jan.sanders@amarillo.gov
3	Travis Mune	Amarillo MPO	806-378-4219	Travis.Mune@amarillo.gov
4	Terry Nix	TxDOT	806-356-3223	Terry.Nix@txdot.gov
5	Kyle English	PRPL		
6	J. Atkinson	COA		
7	Emil Hembach	Randall County	4685-500	
8	Bob Cowan	COA		
9	Dust - Dix	ASA	373-5820	dust.dix@asa.gov
10	Dick Davis	Amarillo Chamber of Commerce		
11	HR Kelly	POTTER COUNTY	674-3511	
12	Mark Reed	City of Amarillo	378-4727	mark.reed@amarillo.gov

Amarillo Metropolitan Planning Organization Policy Committee Meeting Attendance Record

Date: January 16, 2014
Time: 1:30 P.M.

Place: Room 306 City Hall,
509 SE 7th Ave, Amarillo, TX

	Name	Organization Represented	Phone Number	E-mail Address
13	Paul Haggole	COA	6790911	
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Amarillo Metropolitan Planning Organization Policy Committee Meeting Attendance Record

Date: January 16, 2014
Time: 1:30 P.M.

Place: Room 306 City Hall,
509 SE 7th Ave, Amarillo, TX

	Name	Organization Represented	Phone Number	E-mail Address
25	JOE CLARK	TxDOT TPP	325-676-6821	joe.clark@txdot.gov
26	Kit Black	TxDOT AMA	806 356 3200	kit.black@txdot.gov
27	MARK BENTON	RANDALL COUNTY	806 654 6901	mbenton@wbmarillo.com
28	JR BIRD	COA	806 378 4218	jeff.bird@amarillo.gov
29	Ron Johnson	TxDOT - Aust	(806) 356-3201	
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**Amarillo
Metropolitan Planning Organization**

Amarillo, Texas

BYLAWS

Adopted by the
Amarillo Metropolitan Planning Organization Policy Committee:
January 22, 2009

Amended: December 17, 2009
January 16, 2014

TABLE OF CONTENTS

Attachment A

Article I: PURPOSE..... 3

Article II: POLICY COMMITTEE 4

 Membership 4

 Member proxy 4

 Member Terms 5

 Quorum and voting 5

 Frequency of meetings 5

 Methods of calling meetings 5

 Meeting notices..... 5

 Meeting minutes..... 5

 Conflict of interest..... 5

Article III: TECHNICAL ADVISORY COMMITTEE 6

 Membership 6

 Frequency of meetings 6

 Meeting agenda, notices, and location..... 7

Article IV: MPO DIRECTOR AND STAFF 8

Article V: AMENDMENT TO BYLAWS 9

PURPOSE

The Amarillo Metropolitan Planning Organization (MPO), acting in cooperation with the City of Amarillo, Potter and Randall Counties, the Texas Department of Transportation (TxDOT), Federal Highway Administration, and Federal Transit Administration is responsible for coordinated, comprehensive, and continuing transportation planning in the Amarillo Urban Transportation Study Area. These activities shall be in accordance with Section 134, Title 23, United States Code (23 USC 134) and applicable federal and state regulations, as amended. The Amarillo Urban Transportation Study Area encompasses the City of Amarillo and portions of Potter and Randall Counties.

The metropolitan planning process is focused on improvements to and maintenance of the transportation system, which includes: major streets and highways, traffic operations, public transportation, pedestrian and bicycle transportation. Urban transportation planning includes a long-range perspective, a short-range view, and a mechanism for linking the two. The MPO produces a series of plans and programs that help facilitate the transportation planning process. They include, but are not limited to, the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), the Annual Project Listing, and the Public Participation Plan (PPP).

- The long-term transportation plan, known as the Metropolitan Transportation Plan, is the Amarillo MPO's strategy to respond to the transportation needs of the area for the next twenty-five years.
- The short-term plan, called the Transportation Improvement Program, identifies transportation projects to be implemented within four years.
- The Unified Planning Work Program describes the transportation planning activities to be undertaken by the MPO staff for a one-year period.
- The Public Participation Plan is a set of procedures designed to provide every opportunity for the involvement of citizens in the transportation planning process.

These plans and programs will lead to the development and operation of an integrated, intermodal transportation system that safely and securely facilitates the efficient and economic movement of goods and people.

The Amarillo MPO is comprised of two committees. The Policy Committee is the top-level transportation planning committee. It provides review and policy guidance for transportation planning efforts in the Amarillo Urban Transportation Study Area. The Technical Advisory Committee provides technical analysis and review. These bylaws govern the actions of the MPO Policy Committee and the Technical Advisory Committee.

Article II

POLICY COMMITTEE

The Metropolitan Planning Organization is governed by the Policy Committee which provides both review and policy guidance for transportation planning efforts in the Amarillo Urban Transportation Study Area.

Policy Committee Membership – Voting Members

Mayor of the City of Amarillo, as Chairperson
 Amarillo City Commissioner, appointed by the Mayor
 City Manager, City of Amarillo
 Potter County Judge
 Potter County Commissioner, appointed by the County Judge
 Randall County Judge
 Randall County Commissioner, appointed by the County Judge
 TxDOT Amarillo District Engineer
 TxDOT Amarillo District Staff member, appointed by District Engineer
 Two Citizen Representatives appointed by the MPO Policy Committee from members of the Amarillo Chamber of Commerce Transportation Committee, City of Amarillo Traffic Commission, City of Amarillo Planning & Zoning Commission, or Panhandle Regional Planning Commission.

Policy Committee Membership – Ex-Officio Members

City Manager, City of Canyon
 Mayor of the City of Canyon
 Executive Director, Panhandle Regional Planning Commission
 MPO Field Representative, Federal Highway Administration
 MPO Field Representative, TxDOT
 US Representative, 13th Congressional District of Texas
 State Senator, 31st District of Texas
 State Representative, 86th District of Texas
 State Representative, 87th District of Texas

In the absence of the Chair, the duties of the Chair shall pass to the Amarillo City Manager, then to the TxDOT District Engineer. In the event these members are absent, the attending members shall elect a presiding officer to conduct the meeting until the conclusion of the meeting, or the Chair arrives.

Member Proxy

No voting by proxy shall be permitted.

Term

Voting and non-voting members shall serve on the Policy Committee as long as they hold their job or elected position. The Citizen Representative members shall serve a term of three (3) years and may be reappointed for no more than 2 consecutive terms.

The Policy Committee may offer ex-officio membership to individuals who represent other transportation groups.

Quorum and Voting

Fifty one percent (51%) of the total voting members shall constitute a quorum for transaction of business at all meetings. A majority vote of the quorum will be sufficient to authorize any action. Each member shall have one (1) vote. If a quorum cannot be obtained, the members present may only discuss the date of the next meeting and the Chair shall then adjourn the meeting.

Frequency of Meetings

This committee shall meet as necessary to perform its functions, not less than quarterly, unless the chair determines there is no business.

Methods of Calling Meetings

Meetings of the Policy Committee may be called by the MPO Director, the Chair, or any five members of the Policy Committee as a group may call a meeting by written request to the Chairman or the MPO Director. Once a meeting not initiated by the MPO Director has been called, the MPO Director will be advised as soon as possible.

Meeting Notices

The MPO Director shall be responsible for notifying committee members and the public of the date, time, place, and agenda items for the meetings. All meetings are to be held as public meetings and shall be published in the local newspaper and posted at the appropriate government offices at least seventy-two (72) hours prior to the meeting.

Meeting Minutes

MPO staff shall be responsible for composing the Policy Committee meeting minutes.

Conflict of Interest

A Policy Committee member is considered to be a local public official for the purposes of Chapter 171, Local Government Code. Members must abstain from discussion and voting if he or she has substantial interest in a business entity or real estate that would be affected by a vote or decision of the Policy Committee. If a Policy Committee member must abstain from a matter, then that member must file an affidavit required under Section 171.004, Local Government Code.

Article III

TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee shall have the following responsibilities:

- Provide technical assistance to the MPO staff in preparation of the UPWP, the MTP, the TIP, and other documents as required by state or federal law for the Amarillo Metropolitan Area.
- Conduct a review and, if necessary, revise all elements of the MTP at required intervals.
- The Technical Advisory Committee recommends adoption of the plans to the Policy Committee.
- Advise the Policy Committee on technical and policy matters with accompanying recommendations and supporting rationale.
- Review studies related to transportation within the study area and make recommendations to the Policy Committee and other agencies.

Technical Advisory Committee Membership

Members of the Technical Advisory Committee include:

City of Amarillo, City Engineer
City of Amarillo, Director of Planning
City of Amarillo, Director of Utilities
City of Amarillo, Traffic Engineer
City of Amarillo, Transit Manager
Amarillo MPO Director
Amarillo MPO Senior Planner
Amarillo MPO Transit Planning Technician
City of Canyon, Staff member
Potter County, Road & Bridge Superintendent
Randall County, Road & Bridge Superintendent
TxDOT, Amarillo District Engineer
TxDOT, Amarillo District Director of Programming & Development
TxDOT, Amarillo District Area Engineer
TxDOT, Amarillo District Planner
TxDOT, Amarillo District Environmental Coordinator
TxDOT, Amarillo District Operations/ Traffic Engineer
TxDOT, Amarillo District Right-of-Way Division
TxDOT, Amarillo District Public Transit Coordinator

The MPO Director or the TxDOT Amarillo District Engineer, or their designee shall chair the Technical Advisory Committee and shall vote only in case of a tie.

Frequency of Meetings

The Technical Advisory Committee shall meet as necessary for the committee to perform its functions. Meetings may be called by the MPO Director, the TxDOT Amarillo District Engineer, or any five members as a group may call a meeting by written request to the MPO Director.

Meeting Agenda, Notices, and Location

The Metropolitan Planning Organization (MPO) Director shall be responsible for establishing the meeting agenda and notice and setting the date, time and place for said meeting. The MPO Director is responsible for notifying every member of the Technical Advisory Committee of the aforementioned responsibilities no later than one (1) week prior to the meeting.

Article IV

Attachment A

MPO DIRECTOR AND STAFF

MPO staff shall consist of a director and sufficient personnel to perform the day-to-day technical and administrative operations of the Amarillo Metropolitan Planning Organization (MPO).

The MPO Director will:

- Coordinate the duties of all MPO staff as identified in the Unified Planning Work Program.

- Maintain necessary staff to continually execute the transportation planning process.

- Assure compliance with the federal and state transportation planning regulations by providing reports and certifications to the sponsoring organizations.

- Develop, revise, and submit the Metropolitan Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program and other reports or documents as required by state or federal law for the Amarillo Metropolitan Area.

- Prepare and submit billing statements to the City of Amarillo and TxDOT for reimbursement of expenditures.

- Prepare an Annual Performance and Expenditure Report

- Assist in the preparation of applications for Statewide Transportation Enhancement Programs, Recreational Trails Grants, and other appropriate programs.

- Take direction from and report to the Policy Committee

- Provide staff support for the Policy Committee and the Technical Advisory Committee.

Article V

Attachment A

AMENDMENT OF BYLAWS

These bylaws may be amended by a majority affirmative vote of the Policy Committee at any meeting of the members, provided that official notice of the proposed amendment is included in the meeting notice.

**AMARILLO METROPOLITAN PLANNING ORGANIZATION
AMENDMENT TO BYLAWS TO INCORPORATE A CODE OF ETHICS**

The Policy Committee of the Amarillo Metropolitan Planning Organization, in accordance with Section 472.034 of the Texas Transportation Code, hereby adopts the following amendment to the bylaws of the Amarillo Metropolitan Planning Organization for the purpose of incorporating the following code of ethics for committee members and employees.

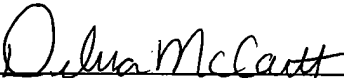
Policy Committee members and employees of the Amarillo Metropolitan Planning Organization shall not:

1. participate in any matter in which the member or employee has a conflict of interest described in Chapter 171, Local Government Code. In the event such a conflict arises, then the member or employee shall execute the required affidavit and abstain from participating;
2. accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should have known is being offered with the intent to influence the member's or employee's official conduct;
3. accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the offices position;
4. accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of the member's or employee's official duties;
5. make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest; or
6. intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's official powers or performed the member's or employee's official duties in favor or another.

Metropolitan Planning Organization Policy Committee members are considered to be local public officials for the purposes of Chapter 171, Local Government Code. A member must abstain from discussion and voting if he or she has substantial interest in a business entity or real estate that would be affected by a vote or decision of the Policy Committee. If a Policy Committee member must abstain from a matter, then that member must file an affidavit as required under Section 171.004, Local Government Code.

If a member or employee reasonably believes that another is or will violate this Code of Ethics, then such member or employee shall notify the City Attorney of such concern.

Adopted this 17 day of DECEMBER, 2009.


Debra McCartt, Chairman, MPO Policy Committee

AMARILLO MPO

Attachment B

DRAFT TRANSPORTATION IMPROVEMENT PROGRAM 2015-2018

#	MPO ID Number	TxDOT CSJ Number	Location/Description	Estimated Cost
Roadway Projects				
FY 2015				
1	A0A500-008	0041-07-102	On US 87, from Loop 335 to Amarillo Creek – Overlay (Southbound Lanes)	\$ 2,300,000
2	A0A500-009	0275-01-161	On IH-40, from US 287 Interchange to Carson County Line – Overlay	\$ 2,250,000
3	A0A500-012	2635-03-017	On Loop 335, from SW 45th Ave to Potter County Line – Rehab Rd and Improve Intersections	\$ 1,020,000
4	A0A500-011	2635-04-029	On Loop 335, from Randall County Line to BI-40 D – Intersection Improvements	\$ 2,500,000
5	A0A504-004	0904-02-037	In Potter County, on Dewey Ave at West Amarillo Creek – Replace Bridge and Approaches	\$ 450,000
6	A0A012-000	0090-06-039	In Amarillo, on BI-40 D at Various Locations – Rehab Traffic Signals	\$ 640,000
FY 2016				
7	A0A053-	0168-09-161	In Amarillo, on IH-27 from Western St to Loop 335 – Phase I - Concrete Pavement VE Study	\$ 9,000,000
8	A0A001-	0904-11-052	In Amarillo, on S Georgia St, from City Limits to Loop 335 – Widen to 4-Lane Arterial	\$ 5,900,000
FY 2017				
9	--	0275-01-163	On IH-40, from Loop 335 (Soncy Rd) to IH-27 Interchange – Overlay	\$ 5,500,000
10	A0A500-007	0169-02-065	On US 60, from Loop 335 to Carson County Line – Overlay	\$ 6,400,000
FY 2018				
11	A0A004-000	2635-04-020	On Loop 335, from Hester Road to N Coulter St – Add 2 Lanes & Interchanges	\$ 11,760,000
Other Roadway Candidates				
FY 2014				
12	--	0168-09-162	On IH-27 at Loop 335 – Construct Turnaround and Left Turn Lane Plans in development, Funding Sources Not Yet Identified	\$ 2,725,000
13	--	0275-01-162	On IH-40 at Washington St Underpass – Interstate Drainage Improvements Plans in development, Funding Sources Not Yet Identified	\$ 3,300,000
14	--	2635-02-028	On Loop 335, 0.3 mi. East of Georgia St to 0.3 mi. West of FM 1541 (Washington St) – Bridge Replacement Plans in development, Funding Sources Not Yet Identified	\$ 6,500,000
FY 2016				
15	A0A053-001	0168-09-148	In Amarillo, on IH-27 from Western St to Loop 335 – Upgrade To 6 Lanes Plans in development, Funding Sources Not Yet Identified	\$ 15,000,000
16	--	2635-03-018	On Loop 335, from IH- 27 to FM 2186 – Convert To Controlled Access w/ Frntge Rds & Intrchngs Plans in development, Funding Sources Not Yet Identified	\$ 17,560,000